

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

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NOTICE OF VACANCY

Position Title: Docket Clerk to U. S. District Judge

Position Type: Full-time Permanent

Announcement #: #10-13

Location: Boston, Massachusetts

Classification Level: CL 24/25 - \$37,559 - \$67,461*

* Starting salary in the low to middle portion of the range provided above, depending upon qualifications and experience; promotion to CL-25 without further competition

Opens: December 17, 2010

Closes: January 7, 2011

The Clerk's Office currently is seeking applications for a Docket Clerk to a U. S. District Judge. This position is assigned to the Operations Section of the U. S. District Court Clerk's Office.

Representative Duties

The Docket Clerk is assigned to a busy session of a District Judge and is responsible for the Judge's case dockets: enters/reviews/identifies/researches/ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database; prepares/analyzes various case management reports; scans and converts documents into image files; creates/reviews/ensures the accuracy of entries on the docket, documents and proceedings; ensures entries are appropriately linked and that the image matches the docketed event; assists customers with electronic case filing inquiries; tests new procedures and processes to provide necessary feedback; audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met; prepares notification of deficiencies regarding documents; processes orders in a timely manner; addresses inquiries regarding case information; generates notices related to case events; manages and maintains case records; and performs other duties as assigned.

Minimum and Preferred Qualifications

High school graduation or equivalent. College degree preferred. Commitment to public service is essential. One year or more of specialized experienced, which is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative

procedures that demonstrates the candidate has the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

The incumbent should have strong verbal and written communication skills and the ability to effectively analyze work processes. Skill in the use of automation systems, including knowledge and proficiency in Microsoft Office software is essential. Knowledge of WordPerfect and CM/ECF is preferred.

Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Hours

8:30 AM to 5 PM. Completion of a six-month probationary period is required.

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program with Healthcare, Dependent care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program (upon successful completion of the initial probationary period)

How To Apply

Submit all of the following documents **by 5:00 PM on Friday, January 7, 2011**, including: (1) a cover letter, (2) a current resume, (3) a list of three professional references, including their current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

United States District Court
Attn: Kristi Allard, Human Resources Specialist
Vacancy #10-13
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Application forms can be found in fillable format on the Court's website at www.mad.uscourts.gov. Please print or type all information and provide your signature, where indicated. Applicants who do not submit all requested materials by the closing date of this announcement will lose consideration for the position.

Information For Applicants

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER